
Department: Corporate Training & Economic Development
Job Order 601792
January 5, 2018

LOCATION: Green Bay, WI

HOURS: Looking for pool of individuals to draw upon as needed for day/evening classes

SALARY: \$39.00 per hour

POSITION REPORTS TO: Manager, Corporate Training & Economic Development

Required *online* application available on website: www.nwtc.edu/jobs

E-mail address: hr@nwtc.edu

Location: Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

This position is customer-focused and will require flexible scheduling and/or delivery to meet customer needs.

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population.

GENERAL DUTIES AND RESPONSIBILITIES

CDL instructor is responsible for the delivery of instruction and facilitation of student learning, and the on-going development of curriculum, learning strategies, learning environments and assessments which meet the needs of students and employers.

- Provide hands-on instruction in the safe operation of a commercial motor vehicle in accordance with local, state, and federal regulations
- Evaluate students individually on their operational skills and assess their progress during each training evaluation according to course curriculum
- Counsel students as needed regarding skill issues and adherence to DOT regulations
- Train students in areas of weakness through constructive feedback and adult learning processes
- Provide forklift training
- Maintain accurate student attendance and progress records
- Ensure all instructional materials are appropriate and assist in the development, revision and implementation of curriculum in traditional and alternative delivery format
- Must meet all state and federal driver qualifications
- Model and verify safe behaviors
- Support the reduction of collision and risk of injury through demonstration and verification of safety requirements when in and around tractor trailers

- Demonstrate proper equipment maintenance.

Additional Duties and Responsibilities:

- Strong organizational skills, interpersonal skills, teamwork, and ability to prioritize multiple tasks while remaining customer-focused
- Ability to work independently, remain flexible in a fast-paced environment, and handle customer issues in a timely manner
- Flexible working hours; day, evening and possibly weekends required

GENERAL QUALIFICATIONS

- High School Diploma or equivalent required, an Associate's Degree preferred
- Three years of OTR tractor trailer driving experience, and five years' experience training or teaching is preferred.
- Comprehensive knowledge of DOT and Federal Motor Carrier Safety Regulations (FMCSR) compliance requirements
- Current, valid Class A manual transmission CDL License is required

Other Requirements:

- Must hold a valid driver's license and be insurable under the District's standard insurance policy terms.
- No accidents or moving violations in the last 3 years
- Supervisory experience and good communication skills
- Forklift certification preferred
- Proficiency in computer use and applications which support teaching and learning
- DOT Physical, DOT Pre-employment Drug Screen and Motor Vehicle Records Check required
- Ability to sit and stand for prolonged periods of time, frequent walking and standing required

PHYSICAL DEMANDS: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the instructor will be exposed to normal office conditions and usual office equipment such as telephone, personal computer, printers/copiers, videos, overhead projects, and general tools of the trade. The employee will be constantly required to sit, talk, hear, and type/write. The employee will be frequently required to stand, walk, touch/handle/grasp (using hands and fingers), and reach with hands and arms. The employee must occasionally bend or squat and lift and/or push up to 10 pounds of general office items. Some instructor positions may be exposed to outdoors, fumes, noises, extreme temperatures, confined spaces and heights. Some instructor positions require driving a vehicle. Specific vision abilities required by this job include close, far, sharpness of vision, and field of vision.

All application materials are only accepted online: resumes, cover letters, transcripts, etc., must be attached to the application at the time of submission. **You are unable to go back after an application is submitted to add, delete or change any information**, other than address, phone number, and e-mail.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.